MAIL OR COUNTER APPLICATION FOR A MICHIGAN DEATH RECORD

www.michigan.gov/mdch

APPLICANT (PERSON REQUESTING RECORD)

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Applicant's Name:

Address:

City/State/Zip:

APPLICANT'S SIGNATURE:
Must be signed in order to process

Daytime Phone: () ______ Home Phone: () ______

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REQUESTED DEATH INFORMATION	IF THE EXACT DATE OF DEA want searched. If the record i files for the year before and searched, please see the pay	DATE OF DEATH Month Day Year				
NAME OF DECEASED: (Name at time of death)	First	Middle	Last			
GENDER 9 Male 9 Female	PLACE OF DEATH: City	County		State		
PLEASE PROVIDE ANY OF THE FOLLOWING INFORMATION (IF KNOWN) THAT WOULD HELP US LOCATE THE DEATH RECORD:						
Decedent's Date of Birth: Mo Day	Decedent's OR Age at Year Death:	Decedent's Place of Birth: State	I =	ecedent's Social ecurity Number		
Decedent's Mother's Name:	First	Middle	Last			
Decedent's Father's Name:	First	Middle	Last			

REQUESTING A MICHIGAN DEATH RECORD

The Michigan Vital Records office has records of deaths that occurred in Michigan and were **filed** with the state since **1867**. Some of the records were not filed with the state; more records are missing from the pre-1906 files. Anyone is eligible to request a copy of a Michigan death record if the application is completed and signed and the required fee is paid.

PURPOSE FOR REQUESTING RECORD				

TURN-AROUND TIME - For regular or expedited mail requests, please allow additional time for mailing and our department's receipting of your payment.

- * EXPEDITED SEARCH All search information is required in order to request expedited service. If you pay the expedited search fee (in addition to the regular search fee), a counter request will be processed in 1-3 hours if death year is 1916 to the present. For a mail request, if death year is 1916 to the present, your request will be processed within 2-5 business days of receipt in the vital records office. For a counter or mail request, if death year is prior to 1916, the processing time will be 1 to 2 weeks.
- * **EXPEDITED SERVICE** Applies to standard three-year searches. Not available for extra year searches.

REGULAR SEARCH - If the death year is 1916 to the present, your request will be processed within 10-15 business days of receipt in the vital records office. If the death year is prior to 1916, the processing time will be 3 weeks to 3 months.

PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE "STATE OF MICHIGAN"

Fees are established by state statute. A search fee covers the cost of the basic search and includes either one copy of the record or an official statement that the record could not be located in the state files. Payment for additional copies will be refunded if the record cannot be located. A refund check would be mailed to you by the Department of Treasury, usually within 3-4 weeks.

Search (Non-Refundable) Includes One Certified Copy	\$ 15.00	\$
Additional Copies (Each)	\$ 5.00	\$
* EXPEDITED SEARCH (Non-Refundable) (In addition to the regular search fee)	\$ 5.00 Additional	\$
* Additional Search When Exact Date is Unknown: \$15.00 fee includes a 3-year statewide search Each additional year is \$4.00 per year Specify Which Additional Years to be Searched:	No. Years	*
TOTAL ENCLOSED:		\$

WE CANNOT PROCESS YOUR ORDER WITHOUT PAYMENT. IF MAILING, PLEASE REMEMBER TO INCLUDE CHECK OR MONEY ORDER.

IF REGULAR SEARCH MAIL TO: VITAL RECORDS REQUESTS PO Box 30721 Lansing MI 48909

IF EXPEDITED SEARCH MAIL TO: VITAL RECORDS RUSH PO Box 30721 Lansing MI 48909

QUESTIONS: (517) 335-8666